

**ADDENDUM NUMBER ONE
TO
JPL REQUEST FOR PROPOSAL (RFP) NUMBER WP-564774
FOR
REPRODUCTION AND DUPLICATING SERVICES AT JPL**

May 5, 2003

Except as specifically modified herein, this RFP remains unchanged.

Proposers are reminded that receipt of this Addendum must be acknowledged on Attachment A-1 to the RFP

Proposers are reminded that the issuance of any subcontract resulting from this RFP is subject to the Terms and Conditions of JPL's Prime Contract with NASA.

This addendum:

- 1. Clarifies the RFP and Specimen Contract requirements to require that all duplicating, printing, and engineering reproduction must be produced on-site, i.e. at the JPL main facility, 4800 Oak Grove Drive, Pasadena, California;*
- 2. Provides information with respect to the layout of JPL's on-site duplicating centers;*
- 3. Advises prospective proposers of an on-site pre-proposal conference, and;*
- 4. Answers questions received through 12:00 Noon on Monday, May 5th, 2003. Questions received after this date and time will be answered in a subsequent RFP Addendum.*

1. The following corrections have been made to the Specimen Contract:

Article 1. STATEMENT OF WORK:

1.0 General Requirements: Replace existing paragraph with –

“Except as described in Section 2.0, LIMITATIONS, of Article 1 of this Contract, the Contractor shall provide all duplicating, electronic printing, engineering reproduction, bindery, and document distribution services for the Jet Propulsion Laboratory. All duplicating, printing, and engineering reproduction must be produced on-site. In performance of this effort the Contractor shall.”

1.1.3 Delete in its entirety

1.2 Remove the words: “and the off-site facility.”

1.3.4 Document Distribution: Replace existing paragraph with-

“Provide adequate space to receive and process large shipments of material and provide document distribution services in accordance with authorized Service Requests and as follows:”

1.3.5.5 Replace existing paragraph with:

“Provide routing of jobs between the five on-site duplicating facilities to balance workload.”

- 1.3.5.7 Delete in its entirety
 - 1.5.2 Remove the words: *“both on-site and off-site”*
 - 1.6 Replace the paragraph under Shifts with:
“At a minimum, the building 171 duplicating facility shall have a second shift between the hours of 4:00 PM to 12:00 midnight.”
 - 1.8 Tracking System:
Remove the words: *“and off-site facility”*
(second line from the bottom of the paragraph.)
2. The following corrections have been made to the Request for Proposal (RFP)
- Volume 1 – Contract and Operational Management Instructions
- Operational Plan:
- Dash No. 2 – Delete in its entirety:
“Your approach to handling overflow engineering reproduction”
- Dash No. 6 - Delete the following words:
“and off-site facility”
- Dash No. 7 – Delete in its entirety:
“The process for handling overflow engineering reproduction in addition to the on-site digital and hardcopy engineering reproduction service”
3. The following information is being provided to assist you in your Proposal:
- a. Room Layouts of JPL Duplicating Centers:
Building no(s). 111-26D, 171-105, 180-B5, 230-B13, 264-213S, 303-301

(Please be reminded that any space available in Bldg.171 is already occupied with JPL owned duplicating equipment)
4. The following is an announcement of a “PreProposal Conference” being held at JPL to afford proposers the opportunity to ask JPL questions regarding the RFP in person.
- a. The “PreProposal Conference” will be held on Monday, May 12, 2003, from 8:30 thru 11:30AM. Please allow yourself enough time to arrive at the JPL Visitor Control Building 249, before 8:30AM for Check-In.
 - b. JPL requests that Proposers limit their groups attending the PreProposal Conference, to no more than TWO (2) people.
 - c. Please submit a list to JPL of the personnel who will be attending the PreProposal conference by Close of Business (COB), May 8, 2003.
 - d. All participants are reminded to bring appropriate identification (Drivers License for U.S. Citizens; Green Cards for Naturalized U.S. Citizens; Passport Information for non-U. S Citizens) with them to JPL on the day of the PreProposal Conference.

5. The following are questions received through Monday, May 05, 2003, are addressed in this Addendum. If an answer to a question has not yet been developed, the question is so noted.

1. During the October 23, 2002 walk through there was information provided as to equipment, equipment locations, Volumes etc. Is that information still accurate? Have there been any changes in the equipment configuration and / or location? Please specify.

A) Changes have not been made to the equipment configuration and locations of the equipment. However, the current equipment in the duplicating centers, with the exception of building 171, will be removed as surplus to the Government and will not be provided to the Contractor. Please review the Specimen Contract, 4.5 "JPL Furnished Equipment".

2. In the cover letter "JPL will advise proposers of their scheduled presentation date in writing, no later than close of business (COB) on Friday, May 16, 2003." And "The Oral Proposal material, which constitutes the balance of the written response to this RFP, is due no later than 3:00 PM, on Friday, May 30, 2003." For planning purposes does this mean that all Oral Presentations will be completed by May 30, 2003 or that the written response is due May 30, 2003 and presentation would follow?

A) Oral Presentations are expected to begin by Tuesday, June 3, 2003 and be completed by Monday, June 16, 2003. To allow adequate preparation, JPL will notify proposers of their scheduled presentation date and time on Friday, May 16, 2003. To ensure equal time to prepare a presentation, all Oral Presentations must be submitted to JPL by 3:00PM, on Friday, May 30, 2003. Your written response consists of a hardcopy of your presentation.

Please review Section 2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL, when preparing your Oral Proposal.

3. In the volume information provided in Oct 2002 and again in this RFP there are some variances, Can JPL provide and explanation of these variances.

A) Errors were discovered in the spreadsheet calculations that produced the earlier information in October 2002. Please use the current numbers provided in the RFP. Also, please be aware that production numbers can fluctuate in total and by site depending on the project requirements at JPL.

4. While the engineering volume (SQ FT) remains constant from Oct 2002 to now, the disposition of that volume has a significant shift. Can JPL provide a reason for this shift?

A) In FY '02 a large volume of the engineering reproduction was blueline and produced off-site. The bond engineering reproduction was produced on-site. In May 2002, blueline printing was phased out and customers were transitioned to bond paper reproduction. With this transition, most of the engineering reproduction was produced on-site. The total production numbers are correct but the volume of on-site vs. off-site needed to be adjusted using the trend of the last five months of FY '02.

5. In the second paragraph of the cover letter it states, “The anticipated Contract Period of Performance, assuming all options are exercised, is five (5) years.” Can JPL please elaborate on the contract term?

A) Please review the SPECIMEN CONTRACT, ARTICLE 4. OPTION PROVISION